

## **CLIP Review Checklist**

**Employee Name:** \_\_\_\_\_ **Personnel #:** \_\_\_\_\_

**Supervisor/CLIP Rater:** \_\_\_\_\_ **CLIP Liaison:** \_\_\_\_\_

1. \_\_\_\_\_ Complete the Performance Evaluation at the end of the review period.
2. \_\_\_\_\_ Complete the CLIP Review form. For bonuses, answer questions 1 through 5 and for promotions, answer questions 6 through 13.
3. \_\_\_\_\_ **Question 3 or Question 11** - If training was a CLIP Criterion, attach documentation of training. This should be a certificate/diploma from the training. If no certificate/diploma is available, a signed and dated memo from the supervisor stating the training was completed is acceptable. The employee must be able to demonstrate skills acquired at the training session.  
**VERY IMPORTANT: If required training was not met due to cancellation of program(s) or lack of monies, a signed and dated memo from the supervisor must be attached to the review stating the circumstances.**
4. \_\_\_\_\_ **Question 4 or Question 12** – Completed Director approved projects (if assigned) must be documented by a signed and dated memo from the supervisor and attached to the review. This memo should include which project and dates.
5. \_\_\_\_\_ **Question 5 or Question 13** – Completed supplemental requirements, (if assigned) must be documented by a signed and dated memo from the supervisor and attached to the review.
6. \_\_\_\_\_ The supervisor will check the “has” or “has not” box in requirements box. **Do not forget to sign and date.**
7. \_\_\_\_\_ Conduct the Performance Evaluation and CLIP Review with the employee apply the three signatures and dates on **BOTH** forms. **The “CLIP Rater” is the supervisor and the “Reviewing Official” is the CLIP Raters supervisor.**
8. \_\_\_\_\_ Place the signed and dated CLIP Review, CLIP Criteria and CLIP Review Checklist on top of the Performance Evaluation Rating Form and attach all required documentation for training, projects, etc. **Send to Jennifer Davis, CLIP Coordinator, Human Resources, 1515 West Seventh Street, Suite 101 for review.**